

## KENTUCKY REAL ESTATE APPRAISERS BOARD

### TYPE OF MEETING

Regular Meeting

### DATE AND LOCATION

May 22, 2015 – Board Office, Richmond, KY

### PRESIDING OFFICER

Harold Brantley, Chair

### ROLL CALL

#### Present:

Harold Brantley, Chair  
Kathy Mayfield, Board Member  
Dann Cann, Board Member  
Jeff Fultz, Board Member

#### Present Also:

Larry Disney, Executive Director  
Tom Veit, Executive Assistant  
Angie Thomas, Staff Assistant  
Kim Mathias, Executive Secretary  
Brian Judy, Board Counsel

#### Absent:

Thomas Oliver, Board Member

Chair, Harold Brantley opened the meeting and welcomed the guest in attendance.

### MINUTES

Motion by Kathy Mayfield, second by Dann Cann and the Board unanimously approved the April 23, 2015 minutes. Roll call – Kathy Mayfield – Yes; Dann Cann – Yes; Jeff Fultz – Yes.

## EDUCATION

Motion by Jeff Fultz, second by Kathy Mayfield and the Board unanimously approved the following education courses for Fiscal Year 2015-2016. Roll call – Kathy Mayfield – Yes; Dann Cann – Yes; Jeff Fultz - Yes.

- A. McKissock – Renewal Courses (see attached)
- B. Marvin Dever, Inc. – Renewal Courses (see attached)
- C. Dynasty School - Renewal Courses (see attached)
- D. NAIFA – Renewal courses (see attached)
- E. Hondros – Renewal Courses (see attached)
  - 1. New Courses
    - 1. Better Safe Than Sorry – 7 hours CE online
    - 2. Defensible Appraising – 7 hours CE online
    - 3. 2014-15 National USPAP Update -7 hours CE online
- F. American Society of Appraisers – Renewal Courses (See Attached)
- G. Appraisal Institute – Renewal Courses (See Attached)
- H. Career Webschool – Renewal Courses (See Attached)
- I. Farm Credit Mid-America
  - 1. Supervisor and Associate Mandatory Course – 7 hours CE
- J. Allterra Group, LLC
  - 1. FHA Appraisals and Reporting Requirements – 7 hours CE

Individual Credit Request - Motion by Dann Cann, second by Jeff Fultz and the Board unanimously approved the following education courses for Fiscal Year 2014-2015. Roll call – Kathy Mayfield – Yes; Dann Cann – Yes; Jeff Fultz - Yes.

(2)

- 1. Appraisal Institute
  - 1. Neighborhood Housing Services of Chicago – 2 hours CE credit
  - 2. Appraisers Update on Indianapolis Rezoning – 2 hours CE Credit
  - 3. Beyond the Basics – 3 hours CE credit
  - 4. Supervisor/Trainee Seminar – 6 hours CE credit
  - 5. Effective Appraisal Report Writing – 7 hours CE credit
  - 6. Drone Technology and Its Impact on the Appraisal Industry – 4 hours CE
  - 7. A Masters Class in Appraisal Fundamentals – 3 hours CE
- 2. FHWA Resource Center – FHWA Resource Center Right of Way Workshop – 12 hours CE credit
- 3. Lewis White Real Estate Center – Real Estate Trends and Investment Criteria – 7 hours CE
- 4. Lowman & Company – Supervisory & Trainee Appraisers Course – 7 hours CE

## CERTIFICATION/LICENSURE

- A. Approval – Appraisers – Motion by Kathy Mayfield, second by Dann Cann and the Board voted to approve the following certification list of appraisers. Roll call – Kathy Mayfield – Yes; Dann Cann – Yes; Jeff Fultz - Yes.

1. Philip Bailey – Certified General (VA)
2. Mari M. Carlson – Certified General (TN)
3. Aaron Duncan – Associate
4. Grant D. Gagnon - Associate
5. Deborah B. Kling – Certified General (GA)
6. Rebecca R. Lovelace – Associate
7. Christopher Marks - Associate

## EXPERIENCE REVIEW

Motion by Jeff Fultz, second by Kathy Mayfield and the Board unanimously approved the experience credit for the following appraiser and she must pass the Certified General exam.

1. Kristen Callaway

## COMPLAINT

- A. The Board reviewed the Case Summary Chart. Tom Veit reported 22 appraiser cases and 1 AMC case have been filed for 2015 with 25 open cases.
- B. Case No. 14-33– Motion by Dann Cann, second by Jeff Fultz and the Board unanimously agreed dismiss the case for the Supervisor and to set the case for an informal mediation and if not successful to set the case for a hearing for the Associate Appraiser. Roll call – Kathy Mayfield – Yes; Dann Cann – Yes; Jeff Fultz - Yes.
- C. Case No. 14-42– Motion by Jeff Fultz, second by Kathy Mayfield and the Board unanimously agreed to set the case for an informal mediation and if not successful to set the case for a hearing. Roll call – Kathy Mayfield – Yes; Dann Cann – Yes; Jeff Fultz - Yes.
- D. Case No. 14-30– Motion by Jeff Fultz, second by Dann Cann and the Board unanimously agreed dismiss the case with recommendation to take two continuing education courses by December 31, 2015 with said education applying toward the 2016 renewal and submit an experience log for one year. Roll call – Kathy Mayfield – Yes; Dann Cann – Yes; Jeff Fultz - Yes.

E. Case No. 14-03 AMC– Motion by Dann Cann, second by Kathy Mayfield and the Board unanimously agreed to dismiss the case. Roll call – Kathy Mayfield – Yes; Dann Cann – Yes; Jeff Fultz - Yes.

F. Cases on Appeal or scheduled for hearing – Attorney will work through the legal process on all below listed cases.

- (1) Lynn Prichard Case 12-10, 12-11, 12-12, 12-25, 12-26 – The Board Counsel has filed a motion to dismiss in Franklin Circuit Court Clerk.
- (2) Matt Miniard - 10-18 – Court of Appeals did not grant request and it usually takes 2 to 3 months for decision.
- (3) David Harrington– 08-49 through 08-57, 09-02, 09-03 and 09-07  
Misfiled in wrong county by Harrington Attorney. Notice of Appeal filed in Madison Circuit Court.

G. Cases to be set for hearing

- (1) Case 12-45 – William O. Spence – Mediation May 26, 2015.
- (2) Case 12-04 – Thomas Biederman – Summary to dismiss case and moved to revoke license.
- (3) Brandon Combs – May 28, 2015
- (4) Richard Sceifers – Filed notice of appeal

## MISCELLANEOUS

The Board reviewed and discussed the following information:

- A. Budget Ending April 30, 2015
- B. Supervisor Associate Evaluations
- C. Lexington Evaluations
- D. APB Letter
- E. 201 KAR 30:070 – Grievances – Board Chairman signed revised regulation
- F. June Special Board Meeting –June 19, 2015
- G. July Special Board Meeting – July 17, 2015
- H. 25<sup>th</sup> Anniversary – July 17, 2015 following Board meeting

Motion by Dann Cann, second by Jeff Fultz and the Board unanimously agreed go into executive session to discuss personnel matters. Roll call – Kathy Mayfield – Yes; Dann Cann – Yes; Jeff Fultz - Yes.

Motion by Dann Cann, second by Jeff Fultz and the Board unanimously agreed to return to regular session. Roll call – Kathy Mayfield – Yes; Dann Cann – Yes; Jeff Fultz - Yes.

Harold Brantley made a motion to seek outside legal counsel and issue a RFP for legal services. The timeline for the contract shall be:

- June Board meeting – Submit qualification for the legal counsel to the Board.
- July Board meeting - Review candidates that responded to the RFP
- August Board meeting – Make decision on best candidate and prepare a personal service contract.
- September Board meeting – Employee outside legal counsel

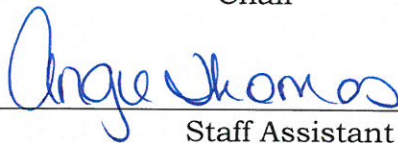
The motion was second by Jeff Fultz and the Board unanimously agreed to seek legal counsel via a personal service contract. Roll call – Kathy Mayfield – Yes; Dann Cann – Yes; Jeff Fultz - Yes.

Motion by Jeff Fultz, second by Dann Cann and the Board unanimously agreed to adjourn the meeting. Roll call – Kathy Mayfield – Yes; Dann Cann – Yes; Jeff Fultz - Yes.



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Chair



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Staff Assistant



**MCKISSOCK, LLC**

218 Liberty Street, Warren, PA 16365  
 Contact Person: Jackie Vincent (800) 328-2008

Web site: [www.mckissock.com](http://www.mckissock.com)

**COURSE APPROVED FOR BOTH VIRTUAL PRE-LICENSING AND CONTINUING EDUCATION CREDIT**

*\*All approved pre-licensing courses will be accepted for continuing education credit.*

2014-2015 National USPAP	15 hours
Advanced Residential Applications and Case Studies	15 hours
Appraisal Subject Matter Electives	20 hours
Basic Appraisal Principles	30 hours
Basic Appraisal Procedures	30 hours
Commercial Appraisal Review - Subject Matter Electives	15 hours
Expert Witness for Commercial Appraisers - Subject Matter Electives	15 hours
General Appraiser Income Approach	60 hours
General Appraiser Market Analysis and Highest and Best Use	30 hours
General Appraiser Report Writing and Case Studies	30 hours
General Appraiser Sales Comparison Approach	30 hours
General Appraiser Site Valuation and Cost Approach	30 hours
Residential Appraiser Site Valuation & Cost Approach	15 hours
Residential Market Analysis & Highest and Best Use	15 hours
Residential Report Writing and Case Studies	15 hours
Residential Sales Comparison and Income Approaches	30 hours
Statistics, Modeling & Finance	15 hours

**COURSES APPROVED VIRTUAL CLASSROOM CONTINUING EDUCATION CREDIT**

2014-2015 National USPAP Update - Virtual Classroom	7 hours
A Review of Disciplinary Cases - Live Webinar	3 hours
Analyze This! Applications of Appraisal Analysis - Live Webinar	4 hours
Appraisal of Assisted Living Facilities	8 hours
Appraisal of Fast Food Facilities	7 hours
Appraisal of Industrial Incubators	7 hours
Appraisal of Land Subject to Ground Leases	7 hours
Appraisal of Self-Storage Facilities	7 hours
Appraisal Review for Commercial Appraisers	7 hours
Appraisals of Owner-Occupied Commercial Properties	7 hours
Appraising Manufactured Homes - Virtual Classroom	7 hours
Essential Elements of Disclosures & Disclaimers	5 hours
Even Odder: More Oddball Appraisals - Virtual Classroom	7 hours
Expert Witness for Commercial Appraisers	12 hours
Fundamental Concepts of Analysis	7 hours
Heating, Ventilation, and Air Condition Systems in Green Buildings	4 hours
Introduction to Legal Descriptions - Virtual Classroom	2 hours
Introduction to the Uniform Appraisal Dataset	2 hours
Land and Site Valuation - Live Webinar	5 hours
Land and Site Valuation - Virtual Classroom	7 hours
Marcellus Shale: Effects of Energy Resource Operations	3 hours
Modern Green Building Concepts	6 hours
Mold, Pollution and the Appraiser	2 hours
Mortgage Fraud: Protect Yourself - Virtual Classroom	7 hours
Relocation Appraisal and New ERC Form	6 hours
REO and Foreclosures - Virtual Classroom	5 hours
Residential Appraisal Review - Virtual Classroom	7 hours
Residential Report Writing: More Than Forms - Virtual Classroom	7 hours
Reviewer's Checklist - Live Webinar	4 hours
Risky Business: Ways to Minimize Your Liability - Virtual Classroom	5 hours
The Cost Approach - Virtual Classroom	7 hours
The Dirty Dozen - Virtual Classroom	3 hours
The New FHA Handbook 4000.1	7 hours
The Nuts and Bolts of Green Building for Appraisers - Virtual Classroom	3 hours
The Sales Comparison Approach - Virtual Classroom	7 hours
The Thermal Shell - Virtual Classroom	3 hours
UAD - Up Close and Personal - Live Webinar	3 hours
Understanding Residential Construction	7 hours

**COURSES APPROVED CONTINUING EDUCATION CREDIT**

2014-2015 National USPAP Update	7 hours
2014-2015 National USPAP Update Equivalent	7 hours
Adjustments: Supported or Not Supported?	7 hours
Analyze This! Applications of Appraisal Analysis	4 hours
Expert Witness Testimony: To Do Or Not to Do	7 hours
FHA for Today's Appraiser	7 hours
Marcellus Shale and Appraisers	3 hours
Reviewer's Checklist	7 hours
Secondary Market Appraisal Guidelines	7 hours
The Green Guide to Appraising	7 hours
The New FHA Handbook 4000.1	7 hours
UAD - Up Close and Personal	3 hours

**MARVIN DEVER INC.**

P.O. Box 34035, Louisville, KY 40232

Contact Person: Marvin Dever (502) 485-0066

**COURSES APPROVED CONTINUING EDUCATION CREDIT**

Collateral Underwriter	3.5 hours
Fannie Mae Review	3.5 hours
Supporting Your Adjustment	7 hours




**MARVIN DEVER INC.**

P.O. Box 34035, Louisville, KY 40232

Contact Person: Marvin Dever (502) 485-0066

**COURSES APPROVED *CONTINUING EDUCATION CREDIT***

Collateral Underwriter	3.5 hours
Fannie Mae Review	3.5 hours
Supporting Your Adjustment	7 hours


## DYNASTY SCHOOL

2373 S. Hacienda Blvd., Hacienda Heights, CA 91745  
Contact Person: Steven Fung (626) 855-0455

Website: [www.dynastyschool.com](http://www.dynastyschool.com)

### **COURSE APPROVED FOR BOTH ONLINE PRE-LICENSING AND CONTINUING EDUCATION CREDIT**

*\*All approved pre-licensing courses will be accepted for continuing education credit.*

Online - Advanced Residential Applications & Case Studies	15 hours
Online - General Appraiser Market Analysis and Highest and Best Use	15 hours
Online - General Appraiser Site Valuation and Cost Approach	30 hours
Online - Real Estate Appraisal - Principles & Procedures	60 hours
Online - Residential Appraiser Sales Comparison & Income Approach	30 hours
Online - Real Estate Finance	30 hours
Online - Residential Market Analysis and Highest and Best Use	15 hours
Online - Residential Report Writing and Case Studies	15 hours
Online - Statistics, Modeling and Finance	15 hours



## NATIONAL ASSOCIATION OF INDEPENDENT FEE APPRAISERS

330 N. Wabash Ave., #2000, Chicago, IL 60611

Contact Person: Meredith McCann (312) 321-6830

Web Site: [www.naifa.com](http://www.naifa.com)

### COURSES APPROVED *CONTINUING EDUCATION CREDIT*

2014-2015 National USPAP Update

7 hours

Supporting Adjustments with Microsoft Excel

7 hours

## HONDROS COLLEGE OF BUSINESS

4140 Executive Pkwy., Westerville, OH 43081

Contact Person: Sarah Comiskey (614) 508-7254

Website: [www.hondros.com](http://www.hondros.com)

### COURSE APPROVED FOR BOTH **ONLINE PRE-LICENSING** AND **CONTINUING EDUCATION CREDIT**

*\*All approved pre-licensing courses will be accepted for continuing education credit.*

2014-2015 National USPAP	15 hours
Basic Appraisal Principles	30 hours
Basic Appraisal Procedures	30 hours
Residential Appraiser Site Valuation and Cost Approach	15 hours
Residential Market Analysis and Highest and Best Use	15 hours
Residential Report Writing and Case Studies	15 hours
Residential Sales Comparison and Income Approaches	30 hours
Statistics, Modeling and Finance	15 hours

### COURSES APPROVED **ONLINE CONTINUING EDUCATION CREDIT**

2014-2105 National USPAP Update	7 hours
Better Safe Than Sorry	7 hours
Defensible Appraising	7 hours

<b>AMERICAN SOCIETY OF APPRAISERS</b>	
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11107 Sunset Hills Road, Suite 310, Reston, VA 20190

Contact Person: Andrea Burkhardt (703) 478-2228

Web Site: [www.appraisers.org](http://www.appraisers.org)

<b>COURSES APPROVED <i>CONTINUING EDUCATION</i> CREDIT</b>
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Allocating Components in Going Concerns Appraisals
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27/24 hours
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## APPRAISAL INSTITUTE

200 W. Madison, Suite 1500, Chicago, IL 60606  
Contact Person: Dan Doepke (312) 335-4100

Web Site: [www.appraisalinstitute.org](http://www.appraisalinstitute.org)

### COURSE APPROVED FOR BOTH **PRE-LICENSING** AND **CONTINUING EDUCATION CREDIT**

*\*All approved pre-licensing courses will be accepted for continuing education credit.*

Advanced Concepts & Case Studies	38 hours
Advanced Income Capitalization (revised)	33 hours
Advanced Market Analysis and Highest and Best Use	33 hours
Advanced Residential Applications and Case Studies	15 hours
Advanced Residential Report Writing, Part 2	30 hours
Basic Appraisal Principles	30 hours
Basic Appraisal Procedures	30 hours
General Appraiser Income Approach, Part 1	30 hours
General Appraiser Income Approach, Part 2	30 hours
General Appraiser Market Analysis and Highest and Best Use	30 hours
General Appraiser Report Writing and Case Studies	30 hours
General Appraiser Sales Comparison Approach	30 hours
General Appraiser Site Valuation & Cost Approach	30 hours
National USPAP 2014-2015	15 hours
Quantitative Analysis	33 hours
Real Estate Finance, Statistics, and Valuation Modeling (Revised)	15 hours
Residential Market Analysis and Highest and Best Use	15 hours
Residential Report Writing & Case Studies	15 hours
Residential Sales Comparison & Income Approaches (203-15 hrs) (204-15 hrs)	30 hours
Residential Site Valuation and Cost Approach	15 hours

### COURSES APPROVED **CONTINUING EDUCATION CREDIT**

AI Connect 2015- Day 1	2 hours
AI Connect 2015 - Day 2 AM	4 hours
AI Connect 2015 - Day 2 PM	4 hours
AI Connect 2015 - Day 3	4 hours
Advanced Spreadsheet Modeling for Valuation Applications	15 hours
Applications & Interpretation of Simple Linear Regression	7 hours
Business Practices and Ethics	4 hours
Case Studies in Appraising Green Commercial Building	14 hours
Case Studies in Appraising Green Residential Buildings	8 hours
Condemnation Appraising: Principles and Applications	21/22 hrs
Contract or Effective Rent: Finding the Real Rent	4 hours
Fundamentals of Separating Real & Personal Property for Intangible Business Assets	15/14 hrs
International Financial Reporting Standards for the Real Property Appraiser	15 hours
International Valuation Standards Overview	8 hours
Introduction to Green Buildings: Principles & Concepts	8 hours
Litigation Appraising: Specialized Topics & Applications	15 hours
Litigation Assignments for Residential Appraisers	4 hours
National USPAP Update 2014-2015	7 hours
Residential Applications - Using Technology to Measure & Support Assignment Results	7 hours
Residential Applications Part 2	7 hours
Residential & Commercial Valuation of Solar	15 hours
Review Case Studies - General	30 hours
Review Theory - General	33 hours
Review Theory - Residential	17 hours
Supervisory Appraiser/Trainee Appraiser Course	4 hours
The Appraiser as an Expert Witness: Preparation & Testimony	15 hours
Unraveling the Mystery of Fannie Mae Appraisal Guidelines	4 hours
Valuation of Challenging Markets	30 hours
Valuation of Conservation Easements	33 hours

**COURSES APPROVED ON-LINE CONTINUING EDUCATION CREDIT**

On-line Analyzing Operating Expenses	7 hours
On-line Business Practices and Ethics	5 hours
On-line Case Studies in Appraising Green Residential Buildings	8 hours
On-line Comparative Analysis	7 hours
On-line Cool Tools: New Technology for Real Estate Appraisers	7 hours
On-line Data Verification Methods	5 hours
On-line The Discounted Cash Flow Model: Concepts, Issues and Applications	5 hours
On-line FHA & The Appraisal Process	7 hours
On-line Forecasting Revenue	7 hours
On-line Introduction to Green Buildings: Principles & Concepts	8/7 hours
On-line National USPAP Update Equivalent Course	7 hours
On-line Rates & Ratios: Making Sense of GIMs, OARs and DCF	7 hours
On-line Reviewing Residential Appraisals and Using Fannie Mae Forms 2000	7 hours
On-line Small Hotel/Motel Valuation	7 hours
On-line Subdivision Valuation	7 hours
On-line Unraveling the Mystery of Fannie Mae Appraisal Guidelines- Synchronous	4 hours
On-line Using Spreadsheet Programs in Real Estate Appraisal - Synchronous	7 hours
On-line Using Your HP12C Financial Calculator	7 hours

**COURSE APPROVED FOR BOTH ONLINE PRE-LICENSING AND CONTINUING EDUCATION CREDIT**

*\*All approved pre-licensing courses will be accepted for continuing education credit.*

Advanced Income Capitalization Synchronous Remote TV	35 hours
Online Advanced Market Analysis and Highest and Best Use - Synchronous	33 hours
On-line Basic Appraisal Principles	30 hours
On-line Basic Appraisal Procedures	30 hours
On-line General Appraiser Income Approach, Part 1	30 hours
On-line General Appraiser Income Approach, Part 2	30 hours
On-line General Appraiser Market Analysis and Highest and Best Use	30 hours
On-line General Appraiser Report Writing and Case Studies	30 hours
On-line General Appraiser Sales Comparison Approach	30 hours
On-line General Appraiser Site Valuation and the Cost Approach	30 hours
On-line National USPAP Equivalent Course	15 hours
On-line Quantitative Analysis - Synchronous	35 hours
On-line Real Estate Finance, Statistics & Valuation Modeling	15 hours
On-line Residential Market Analysis and Highest & Best Use	15 hours
On-line Residential Report Writing & Case Studies	15 hours
On-line Residential Sales Comparison and Income Approach	30 hours
On-line Residential Site Valuation & Cost Approach	15 hours

## CAREER WEBSCHOOL

3100 Cumberland Blvd, Ste. 1450, Atlanta, GA 30339  
Contact Person: Dana Taulli (800) 532-7649

Web site: [www.careerwebschool.com](http://www.careerwebschool.com)

### **COURSES APPROVED INTERNET/CD ROM PRE-LICENSING and CONTINUING EDUCATION CREDIT**

*\*All approved pre-licensing courses will be accepted for continuing education credit.*

2014-2015 National USPAP Course Equivalent	15 hours
An FHA Single Family Appraisal	15 hours
Basic Appraisal Principles	30 hours
Basic Appraisal Procedures	30 hours
Residential Appraiser Site Valuation and Cost Approach	15 hours
Residential Market Analysis and Highest & Best Use	15 hours
Residential Report Writing & Case Studies	15 hours
Residential Sales Comparison & Income Approaches	30 hours

### **COURSES APPROVED INTERNET/CD ROM CONTINUING EDUCATION CREDIT**

2014-2015 Equivalent USPAP Update Course	7 hours
A URAR Form Review	7 hours
Appraisal Math & Statistics	7 hours
Cost Approach Overview	7 hours
Income Capitalization Overview	7 hours
Sales Comparison Approach	7 hours

## FARM CREDIT MID-AMERICA

1601 UPS Drive, Louisville, KY 40223

Contact Person: Diane Johaneck (502) 420-3931

Website: [www.e-farmcredit.com](http://www.e-farmcredit.com)

COURSES APPROVED CONTINUING EDUCATION CREDIT

Supervisor and Associate Mandatory Course

7 hours

## **ALLTERRA GROUP, LLC**

12417 Ocean Gateway Suite 286 Bldg. B-11, Ocean City, MD 21842  
Contact Person: Karen Connolly (513) 490-0226

Web Site: [www.allterraonline.com](http://www.allterraonline.com)

**COURSES APPROVED ON-LINE CONTINUING EDUCATION CREDIT**

FHA Appraisals and Reporting Requirements

7 hours